

AGENDA

Board of Directors
SPECIAL BUDGET MEETING
December 2, 2020 – 6:00 pm
Microsoft Teams



S.0. Call to Order	
S.1. Land Acknowledgement TBD	
S.2. Adoption of the Agenda S.2.1. Approve the Agenda S.2.2. Declarations of Conflicts	Page 2
S.3. Comments from the Chair S.3.1. Introductions and Pronouns	
S.4. Business S.4.1. QUESTION & ANSWER: 2020-2021 Draft Budget - Lee Anne Clarke, Business Manager MOTION: Approve 2020-2021 Budget	Page 3 Page 24
S.5. New Business S.5.1.	
S.6. In Camera Session	
S.7. Adjournment	Page 25

Motion

Board of Directors Special Budget Meeting #1

December 2, 2020



**Item S.2.1.
Approve the Agenda**

MOTION: That the agenda for the CSA Board of Directors Special Budget Meeting on **December 2, 2020**, be approved as printed and distributed.

Moved:

Seconded:

POSSIBLE AMENDMENTS

MOTION TO AMEND: To reorder the agenda so that:

- Item... follows item ...

MOTION TO AMEND: To add item ... under New Business items.

Moved:

Seconded:

AMENDED MOTION: That the agenda for the CSA Board of Directors Meeting on **December 2, 2020** be approved as amended:

- a) ...
- b) ...

Moved: Same mover as original motion

Seconded: Same seconder as original motion

Motion

Board of Directors Special Budget Meeting #1

December 2, 2020



Item S.4.1.

Extend Speaking Rights to Business Manager

WHEREAS CSA Rules of Order, Section 3.9. states that any presentations to the Board of Directors that are submitted in the Board package shall be limited to 10-minutes.

MOTION to extend speaking rights to Lee Anne Clarke, Business Manager for the duration of the meeting to respond to questions that arise from members from the CSA 2020-2021 Draft Budget.

Moved:

Seconded:

Central Student Association

DRAFT

OPERATING BUDGET 2020 - 2021

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SafeWalk <i>(Restricted fee, information only)</i>	19

Comments & General Overview of the 2020–2021 Budget

Due to circumstances beyond our control, the CSA's annual budget could not be prepared and approved according to the timeline stipulated in Financial Bylaw 3, section 5.1 which reads: 'The budget of the Central Student Association shall be determined during the Winter semester for the upcoming year. The budget shall be presented to the Board of Directors before the last Board meeting of the winter semester.'

In March 2020, the novel coronavirus pandemic, known as Covid-19, reached a level of infection globally that remedial action was required immediately to reduce the spread of this disease. The University of Guelph paused for one week to convert to an online course delivery format. Students did not return to campus for the remainder of W'20. The CSA cancelled all Board meetings for the remainder of W'20 and for the summer semester. Our operations were closed (including the Bullring), all student staff contracts were terminated, and many full time staff were laid-off for a period of time. The CSA registered a Supplemental Unemployment Benefit (SUB) Plan for our full time staff which would permit the CSA to pay the difference in wages, to a maximum of 85% of regular earnings, and the amount paid out by either CERB or EI.

As the virus continued to spread, the University of Guelph determined Fall courses would be primarily delivered in an online format, with very few students permitted to be on campus.

The 2020-2021 annual budget was prepared in November 2020 and reflects the extraordinary circumstances noted above and is based on actual enrollment numbers for the Summer and Fall semester and an informed estimate for Winter 2021. This budget was set in consultation with the CSA Finance Committee and has been reviewed in its entirety by the President. On November 18, 2020, the Finance Committee reviewed and recommended forward the proposed budget for presentation to, and approval by, the CSA Board of Directors.

The CSA student fee increases annually by the Consumer Price Index (CPI) for Ontario as announced by the University administration; the CPI increase for 2020-21 is 2.1%. In addition, the CSA Board of Directors approved a further 3% increase (maximum permissible), yielding a total increase of 5.1%. The 2020-21 FT student fee per semester will increase from \$18.49 to \$19.43: PT from \$5.78 to \$6.08. Enrollment is not expected to significantly change this academic year.

Last year, under the Student Choice Initiative (SCI) legislation, the CSA fee was considered an optional fee. As such, the 2019-2020 budget adjusted for reduced student fee receipts by adding administrative fees for essential services, such as the universal bus pass. In November 2019, a lower court determined the SCI legislation to be unlawful. As such our democratically approved membership fees have been fully restored, with universal fee collection resuming in May 2020.

Significant variances to our budget when comparing to last year are a direct result of the dual impact of the Student Choice Initiative and Covid-19.

STUDENT FEE & REVENUE SUMMARY 2020-2021				
PORTFOLIO	CSA Fees	Entertain Fees	Other Revenue	Budget Total
Academic	\$ 26,000.00		\$ -	\$ 26,000.00
Administration	\$ 337,000.00	\$ 22,000.00	\$ 76,500.00	\$ 435,500.00
Bullring	\$ 111,500.00	\$ -	\$ 110,000.00	\$ 221,500.00
Council	\$ 36,500.00	\$ 6,892.00	\$ -	\$ 43,392.00
External	\$ 44,000.00	\$ -	\$ -	\$ 44,000.00
Films		\$ 21,200.00	\$ -	\$ 21,200.00
Live Entertainment		\$ 85,000.00	\$ -	\$ 85,000.00
Programmer	\$ 63,600.00	\$ -	\$ -	\$ 63,600.00
Promotion Service (incls poster runners)	\$ 50,650.00		\$ -	\$ 50,650.00
Student Experience	\$ 47,650.00	\$ 14,500.00	\$ -	\$ 62,150.00
Service Programme Summary				<i>(see below)</i>
Bike Centre	\$ -	\$ -	\$ -	\$ -
Clubs	\$ 11,450.00	\$ -	\$ -	\$ 11,450.00
SafeWalk	\$ -	\$ -	\$ -	\$ -
Student Help & Advocacy Centre	\$ 18,150.00	\$ -	\$ -	\$ 18,150.00
TOTAL PROPOSED BUDGET	\$ 746,500.00	\$ 149,592.00	\$ 186,500.00	\$ 1,082,592.00
TOTAL ANTICIPATED FEES	\$ 746,500.00	\$ 150,000.00		
TOTAL PREVIOUS BUDGET 2019-20	\$ 575,000.00	\$ 108,700.00	\$ 1,087,485.00	\$ 1,770,775.00

RESTRICTED FEES Not part of CSA Operating Budget	Actual YE April 30 2020	Receivable (Payable)	Anticipated 20-21 Fees/Rev	Fees/Surplus Revenue 20-21
Affordable Housing	\$ 72,659.92	\$ -	\$ 27,300.00	\$ 99,959.92
Bus Pass			\$ -	\$ -
Late Night Bus Pass			\$ -	\$ -
Late Night Service Reserve	\$ 54,107.59	\$ -	\$ -	\$ 54,107.59
Cannon - CSA Portion of Surplus	\$ 62,158.59	\$ -	\$ -	\$ 62,158.59
Dental Plan			\$ 2,360,000.00	\$ 2,360,000.00
Dental Plan Reserve	\$ 360,423.72	\$ 449,290.80		\$ 809,714.52
Entertainment Fee Reserve	\$ 57,244.86	\$ -	\$ -	\$ 57,244.86
FoodBank			\$ 121,500.00	\$ 121,500.00
FoodBank Reserve	\$ 18,937.79	\$ -		\$ 18,937.79
Health Plan			\$ 3,430,000.00	\$ 3,430,000.00
Health Plan Reserve	\$ 853,378.91	\$ 81,462.68		\$ 934,841.59
Menstrual Hygiene Products	\$ 51,634.06	\$ -	\$ 19,000.00	\$ 70,634.06

ENTERTAINMENT / MEDIA FEE						
** Media Fee is split between CSA 60%, CFRU 20%, Ontario 20%						
Distribution		2019-2020			2020-2021	
		Fee Charged Per Student	27400 ~Total 3 Semesters		Fee Charged Per Student	37200 ~Total 3 Semesters
CFRU - Media	20%	\$ 1.31	\$ 35,894.00		\$ 1.35	\$ 50,220.00
Ontarion - Media	20%	\$ 1.31	\$ 35,894.00		\$ 1.35	\$ 50,220.00
CSA - Concerts/Speakers	40%	\$ 2.65	\$ 72,610.00	CSA = \$4.03	\$ 2.69	\$ 100,068.00
CSA - Films	10%	\$ 0.66	\$ 18,084.00		\$ 0.67	\$ 24,924.00
CSA - Cross Campus Events	10%	\$ 0.66	\$ 18,084.00		\$ 0.67	\$ 24,924.00
TOTALS	100%	\$ 6.59	\$ 108,778.00		\$ 6.73	\$ 149,916.00

Entertainment Fee (ENT)					
CONCERTS	2015-2016	2016-2017	2017-2018	2019-2020	2020-2021
Live Ent - Concerts	\$ 27,000.00	\$ 27,800.00	\$ 28,400.00	\$ 22,500.00	\$ -
Live Ent - Free Concerts	\$ 25,000.00	\$ 22,500.00	\$ 23,000.00	\$ 18,250.00	\$ 85,000.00
Live Ent - Speakers	\$ 10,000.00	\$ 12,000.00	\$ 12,000.00	\$ 10,000.00	\$ -
Human Rights/SHAC - Speakers	\$ 4,000.00	\$ 4,000.00	\$ 3,300.00	\$ -	\$ -
Bullring Entertainment	\$ 7,300.00	\$ 10,500.00	\$ 10,500.00	\$ 10,500.00	\$ -
Coordination Expenses	\$ 15,500.00	\$ 15,000.00	\$ 15,000.00	\$ 11,250.00	\$ 15,000.00
TOTAL	\$ 88,800.00	\$ 91,800.00	\$ 92,200.00	\$ 72,500.00	\$ 100,000.00
ENTERTAINMENT FEE	\$ 89,537.50	\$ 91,400.00	\$ 93,255.80	\$ 72,610.00	\$ 100,068.00
<i>Over (Under)</i>	<i>\$ (737.50)</i>	<i>\$ 400.00</i>	<i>\$ (1,055.80)</i>	<i>\$ (110.00)</i>	<i>\$ (68.00)</i>
FILMS					
Free Film Series	\$ 9,400.00	\$ 9,675.00	\$ 9,850.00	\$ 7,850.00	\$ 21,200.00
Film Cost Subsidy	\$ 9,400.00	\$ 9,675.00	\$ 9,850.00	\$ 7,850.00	\$ -
Coordination Expenses	\$ 3,250.00	\$ 3,500.00	\$ 3,500.00	\$ 2,400.00	\$ 3,500.00
TOTAL	\$ 22,050.00	\$ 22,850.00	\$ 23,200.00	\$ 18,100.00	\$ 24,700.00
ENTERTAINMENT FEE	\$ 22,112.50	\$ 22,850.00	\$ 23,221.80	\$ 18,084.00	\$ 24,924.00
<i>Over (Under)</i>	<i>\$ (62.50)</i>	<i>\$ -</i>	<i>\$ (21.80)</i>	<i>\$ 16.00</i>	<i>\$ (224.00)</i>
CAMPUS WIDE EVENTS					
College Royal	\$ 6,293.00	\$ 6,369.00	\$ 6,484.00	\$ 6,750.00	\$ 6,892.00
Cultural Entertainment Events (PDR)	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00	\$ -	\$ -
O-Week Programming (Student Experience)	\$ 3,500.00	\$ 4,500.00	\$ 5,500.00	\$ 8,000.00	\$ 8,000.00
Winter Programming (Student Experience)					\$ 6,500.00
Meal Exchange Trick or Eat	\$ 7,600.00	\$ 6,200.00	\$ 6,900.00	\$ -	\$ -
Coordination Expenses	\$ 3,250.00	\$ 3,500.00	\$ 3,500.00	\$ 3,350.00	\$ 3,500.00
TOTAL	\$ 22,143.00	\$ 22,569.00	\$ 24,384.00	\$ 18,100.00	\$ 24,892.00
ENTERTAINMENT FEE	\$ 22,112.50	\$ 22,850.00	\$ 23,221.80	\$ 18,084.00	\$ 24,924.00
<i>Over (Under)</i>	<i>\$ 30.50</i>	<i>\$ (281.00)</i>	<i>\$ 1,162.20</i>	<i>\$ 16.00</i>	<i>\$ (32.00)</i>
ACCUMULATED TOTALS					
Budget Total	\$ 132,993.00	\$ 137,219.00	\$ 139,784.00	\$ 108,700.00	\$ 149,592.00
Anticipated ENT Fee Total	\$ 133,762.50	\$ 137,200.00	\$ 140,000.00	\$ 108,700.00	\$ 150,000.00
<i>(Remaining to Spend)</i>	<i>\$ (769.50)</i>	<i>\$ 19.00</i>	<i>\$ (216.00)</i>	<i>\$ -</i>	<i>\$ (408.00)</i>

Note: Coordination Expenses total \$22,000.00 The corresponding Entertainment Student Fee is found in the Administration Budget

ACADEMIC: Budget 2020-2021				
Account No.	Account Name	Actual 2020	BUDGET 19-20	BUDGET 20-21
Revenue				
24100	CSA Student Fees	39,300	39,300	26,000
24120	Student Health Plan Reserve Support - Memorial	2,819	3,500	-
24140	Bullring Promotional Support - Artwork	500	500	-
	TOTAL REVENUE	42,619	43,300	26,000
Expenditure				
24200	Salaries (Includes 3% RSP/Educ)	34,754	32,765	21,000
24220	Employee Benefits	4,375	4,225	3,200
24450	Academic Campaigns	246	700	700
24451	Student Artwork @ Bullring	1,063	1,100	700
24452	Student Memorial Tree Service	2,819	3,500	-
24453	Teaching Excellence Award	-	300	200
24600	Advertising & Promotion	56	270	100
24800	Supplies	73	240	50
24870	Photocopying	96	200	50
	TOTAL EXPENSES	43,482	43,300	26,000
	Under (Over) Budget	(863)	-	-

Notes:

24450 Includes funding for December 6th Day of Remembrance

24452 The cost related to the purchase and maintenance of a memorial tree in the UofG Arboretum is incurred every other year, however a service is held every academic year and each tree has two plaques installed - one for each academic year. The cost to purchase and maintain a memorial tree is \$2,000; services generally cost between \$800 and \$1,600 depending on the number of anticipated family members and friends. We did not purchase a tree in 2018-19

Prepared November 2020

Finance Committee

ADMINISTRATION (President): Budget 2020-2021				
Account No.	Account Name	Actual 2020	BUDGET 19-20	BUDGET 20-21
Revenue				
82100	Student Fees	309,300	231,850	337,000
82101	Entertainment Student Fee (General Coordination)	17,000	17,000	22,000
82200	Dental Plan - Admin Fee	18,000	18,000	18,000
82300	Health Plan - Admin Fee	28,500	28,500	28,500
82600	Other Income: BR, MHI, Cannon Admin/Commissions	46,651	47,600	2,000
82620	Pro Ink - Net	403	700	-
82700	UCS - ROI (Digital Signs & Photo Arts Space)	11,250	11,250	-
82870	Black & White Photocopy Income	6,029	8,000	-
82875	Colour Photocopy Income	6,429	11,200	-
82910	Bus Pass - Net *	127,196	63,000	-
82920	Interest Earned	29,782	22,000	28,000
	TOTAL REVENUE	600,540	459,100	435,500
Expenditure				
83200	Salaries/Wages (includes RSP benefit)	297,519	275,000	287,800
83210	Student Risk Management	263	600	600
83220	Employee Benefits	27,547	30,950	26,000
83240	Employer Health Tax Premium	7,001	7,200	7,000
83380	Professional Fees (Audit/Legal/HR))	53,723	31,000	42,000
83390	Travel (Business Office mileage, guest parking)	663	600	200
83440	Temporary Wages	9,387	15,000	1,000
83500	Staff Appreciation (incl coffee/water, mtg food)	2,309	3,000	2,000
83501	Staff Training (incl WSIB) & Transition	180	5,000	4,000
83550	Purchase of Equipment	2,481	6,000	8,000
83600	Advertising & Promotion	7,674	7,000	2,000
83610	Promotional Swag	99	3,000	-
83660	Software/Licensing/CCS Managed Desktops	11,351	12,200	11,100
83700	University Services (lock/keys/minor repairs)	779	800	1,000
83701	Leasehold Improvements to CSA Main Office	24,650	10,000	-
83702	Return on Investment Projects: UCS	-	-	-
83800	Office Supplies (includes postage chrgs)	6,647	8,000	5,000
83820	Telephone and Internet (all lines, except Bullring)	10,794	11,000	11,000
83850	Maintenance & Repair	549	660	300
83870	Photocopier Expense	14,231	20,000	11,500
83900	Bank Charges	1,143	690	1,000
83930	Insurance	9,155	11,400	14,000
	TOTAL EXPENSES	488,145	459,100	435,500
	Under (Over) Budget	112,395	-	-

Wages Include

83200 President, Office Manager, Policy & Transition Manager, Business Manager, FT Bookkeeper, PT Bookkeeper, PT Front Office Assistants (2)

Prepared November 2020

Finance Committee

BULLRING: Budget 2020-2021 (Covid-19)

Account No.	Account Name	Actual YE 2020	BUDGET 19-20	Fixed Costs (Close Nov 30/20)	BUDGET 20-21 (Open to YE)
Revenue					
92100	Student Fees	0	0	144,377	111,500
92101	Entertainment Student Fee	10,500	6,300	0	0
92425	Beverage Sales - Gross Margin	101,039	92,000	0	11,000
92465	Food Sales - Gross Margin	591,730	630,000	18,000	64,000
92490	Miscellaneous Income (less register/over)	12,679	10,000	10,000	35,000
	TOTAL REVENUE	715,948	738,300	172,377	221,500
Expenditure					
93200	Managerial Salaries (incls RSP benefit)	132,887	135,500	113,133	121,500
93210	Hourly Wages	311,579	290,000	12,940	39,500
93220	Managerial Benefits	13,172	13,300	9,000	10,080
93225	Hourly Staff Benefits	26,685	27,000	1,865	3,515
93240	Employer Health Tax (Taxation Yr)	4,903	4,800	0	0
93250	Staff Safety Training	508	800	0	0
93280	Staff Appreciation/Uniform	2,160	3,200	0	0
93290	Staff Meals	15,450	17,950	0	0
93380	Administrative Fee to CSA Operating	42,900	42,900	0	0
93390	Travel/Mileage	244	400	0	50
93400	Entertainment Costs	9,086	10,000	0	0
93550	Purchase of Equipment/Furniture	8,817	10,000	0	0
93560	Lease of Equipment	1,428	1,500	1,428	1,428
93580	Maintenance of Equipment	4,525	5,500	1,500	3,500
93590	Maintenance of Front House	694	1,800	0	0
93600	Advertising & Promotion	5,629	9,000	100	700
93660	Memberships & Licenses	229	220	0	460
93700	University Services	3,227	11,000	4,000	5,640
93720	University Space Costs	14,614	14,615	15,586	15,586
93730	Express Card Commission/LCR Rental	46,622	52,000	4,430	7,200
93735	Debit Machine Commission/Rental	8,209	7,000	1,205	1,677
93800	Supplies (incls replacement flatware)	16,118	17,600		2,000
93810	Janitorial Supplies	3,222	4,800		1,000
93815	Janitorial Services	8,499	7,480	1,190	1,664
93820	Telephone and Internet	1,750	1,750		0
93870	Photocopying	84	135		0
93930	Insurance	6,135	6,050	6,000	6,000
93950	Contingency	0	42,000		0
	TOTAL EXPENSES	689,376	738,300	172,377	221,500
	Net Revenue (Loss)	26,572	0	0	0

COUNCIL: Budget 2020-2021				
Account No	Account Name	Actual 2020	BUDGET 19-20	BUDGET 20-21
Revenue				
22100	CSA Student Fees	60,800	60,800	36,500
22101	Entertainment Fee (see below *)	6,750	6,750	6,892
22560	Survival Guide Revenue	52,506	51,050	-
	TOTAL REVENUE	120,056	118,600	43,392
Expenditure				
PDR Committee Motion Required				
23120	Grants - Summer	-	-	-
23200	Grants - Fall & Winter	8,725	9,000	9,000
23220	Grants - Winter	-	-	-
CSA Executive Motion Required				
23390	Travel & Conferences: CSA Staff	668	1,200	-
23391	Travel & Conference: CFS/CFS-O	2,249	2,300	500
23392	Travel & Conference: Student Leadership	276	1,500	-
23510	Executive Visioning/Training /Transition 50/50 split	738	4,000	2,000
23515	Executive Discretionary Fund	3,000	3,000	-
President				
23225	Grants - CSA FoodBank Support	4,000	4,000	1,500
23226	Grants - Move Out Madness	500	500	500
23228	Grants - College Royal *	6,750	6,750	6,892
23300	Elections	12,306	14,500	10,000
23440	Honoraria (Chair/Scribe)	2,619	4,000	2,800
23500	Board Training & Appreciation	4,981	8,000	7,500
23560	Survival Guide Expense	53,480	51,050	-
23750	General Members Meeting (Fall & Winter)	3,629	7,000	2,000
23800	Supplies	57	600	700
23870	Photocopying	251	1,200	-
	TOTAL EXPENSES	104,229	118,600	43,392
	Under (Over) Budget	15,827	-	-

Note: * Accounts are linked through the Entertainment Fees (College Royal grant is subject to COLA)

Prepared November 2020

Finance Committee

EXTERNAL: Budget 2020-2021				
Account No.	Account Name	Actual 2020	BUDGET 19-20	BUDGET 20-21
Revenue				
25100	CSA Student Fees	40,700	40,700	44,000
25120	Solicitations	-	-	-
	TOTAL REVENUE	40,700	40,700	44,000
Expenditure				
25200	Salaries (incl 3% Education/RSP)	34,522	32,765	37,772
25220	Employee Benefits	4,372	4,225	4,500
25450	Campaigns	1,396	2,500	1,500
25600	Advertising & Promotion	88	500	100
25660	Memberships & Subscriptions	50	50	50
25800	Supplies	42	200	50
25870	Photocopying	453	460	28
	TOTAL EXPENSES	40,923	40,700	44,000
	Under (Over) Budget	(223)	-	-

Prepared November 2020
Finance Committee

FILMS: Budget 2020-2021				
Account No.	Account Name	Actual 2020	BUDGET 19-20	BUDGET 20-21
Revenue				
42101	Entertainment Student Fees	15,700	15,700	21,200
42400	Door Receipts	-	1,000	-
	TOTAL REVENUE	15,700	16,700	21,200
Expenditure				
43210	Temporary Wages	90	-	200
43350	YE Surplus Transfer Line	7,974	-	-
43400	Film Rental	6,021	11,000	12,000
43550	Purchase of Equipment/Upgrades	-	2,000	6,000
43600	Advertising & Promotion	429	1,450	1,000
43660	Memberships/Domain renewal	-	50	50
43800	Supplies	-	200	200
43840	Freight & Shipping	17	400	50
43850	Maintenance of Film Equipment	727	500	1,600
43870	Photocopying	442	1,100	100
	TOTAL EXPENSES	15,700	16,700	21,200
	Under (Over) Budget	-	-	-

Prepared November 2020

Finance Committee

LIVE ENTERTAINMENT: Budget 2020-2021				
Account No.	Account Name	Actual 2020	BUDGET 19-20	BUDGET 20-21
Revenue				
32101	Entertainment Student Fees	50,750	50,750	85,000
32400	Tickets / Sales	2,574	29,000	-
32500	Partnership Support		-	-
	TOTAL REVENUE	53,324	79,750	85,000
Expenditure				
33210	Temporary Wages	-	2,000	-
33350	Transfer to ENT Reserve @ YE	(37,240)	-	-
33400	Performer Fees	2,975	32,000	18,000
33410	Performer Rider	180	2,500	1,200
33420	Setup & Sound/Streaming	318	10,000	16,200
33500	Partnership Expenses	(73)	-	-
33550	Purchase of Equipment/Sound/Staging	570	-	12,000
33600	Advertising & Promotion	106	2,000	2,000
33700	Facility Costs	750	-	35,000
33720	Free Concert Programming	10,674	18,250	-
33730	Community Concert Programming - Net	(618)	2,000	-
33740	Speakers	75,227	10,000	-
33800	Supplies	161	600	550
33870	Photocopying	294	400	50
	TOTAL EXPENSES	53,324	79,750	85,000
	Under (Over) Budget	-	-	-

November 2020
 JB/LAC/TP
 Finance Committee

PROGRAMMER (General Entertainment): Budget 2020-2021				
Account No.	Account Name	Actual 2020	BUDGET 19-20	BUDGET 20-21
Revenue				
72100	Student Fees	49,400	49,400	63,600
72600	Imaginus Sales - Net	23,644	24,000	-
	TOTAL REVENUE	73,044	73,400	63,600
Expenditure				
73200	Salaries (Includes 10% RSP benefit)	85,942	66,800	57,600
73220	Employee Benefits	6,348	6,550	6,000
73390	Mileage Allowance for Survival Guide	-	-	-
73800	Supplies	45	50	-
	TOTAL EXPENSES	92,335	73,400	63,600
	Under (Over) Budget	(19,291)	-	-

Prepared November 2020
Finance Committee

PROMOTIONAL SERVICES: Budget 2020-2021				
Account No.	Account Name	Actual 2020	BUDGET 19-20	BUDGET 20-21
Revenue				
52100	Student Fees	38,640	38,640	50,650
52300	Graphic Design	676	750	-
52400	Postering - Net	5,477	7,000	-
52500	Large Format Service - Net	3,153	5,000	-
52600	Button Maker & Miscellaneous - Net	91	100	-
52700	Space Rentals - Kiosk & UC Banner	2,586	4,000	-
	TOTAL REVENUE	50,623	55,490	50,650
Expenditure				
53200	Wages - Graphic Designer	41,726	44,300	45,320
53210	Wages - Poster Runners	4,598	5,000	-
53220	Benefits - Graphic Designer	5,210	5,400	4,900
53225	Benefits - Poster Runners (CPP, EI)	265	250	-
53600	Advertising & Promotion	-	100	50
53660	Memberships & Subscriptions	18	300	300
53800	Office Supplies	59	140	80
53870	Photocopying	-	-	-
	TOTAL EXPENSES	51,876	55,490	50,650
	Under (Over) Budget	- 1,253	-	-

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Finance Committee

STUDENT EXPERIENCE: Budget 2020-2021				
Account No.	Account Name	Actual 2020	BUDGET 19-20	BUDGET 20-21
Revenue				
27100	CSA Student Fees	45,200	45,200	47,650
27101	Entertainment Fee: Cross Campus Orientation	8,000	8,000	14,500
	TOTAL REVENUE	53,200	53,200	62,150
Expenditure				
27200	Salaries (Includes 3% Education/RSP)	34,749	32,765	37,772
27220	Employee Benefits	4,389	4,225	4,500
27450	Orientation Week Programming	8,179	8,000	8,000
27450	Winter Orientation (Winterfest)	-	-	6,500
27453	Summer Programming	-	-	-
27454	Fall Programming (includes Stressbusters)	1,324	2,500	2,500
27455	Winter Programming (Includes Stressbusters)	1,679	4,000	2,500
27600	Advertising & Promotion	295	1,000	300
27800	Supplies	103	200	50
27870	Photocopying	193	510	28
	TOTAL EXPENSES	50,911	53,200	62,150
	Under (Over) Budget	2,289	-	-

Notes

27101 / 27450 Orientation Programming is specifically funded from the Entertainment Fee and should not be used to offset any other budget line within this portfolio

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Finance Committee

2020-2021

SERVICE PROGRAMMES: Budgeted Allocation of Funding							
Account Name	PROGRAMMES	Bike Centre	Clubs	MEAL	SafeWalk	SHAC	
				Temporarily Suspended	Separate Budget		
REVENUE							
Student Fees	29,600	-	11,450		in 2020-2021	18,150	
Entertainment Student Fees	-	-	-				
Solicitations/SSF	-	-	-				
Other Income from Sales	-	-	-				
Other Income from Partners	-	-	-				
	29,600	-	11,450	-	-	18,150	
EXPENDITURES							
Co-ordinators/Temp Wages	19,952	-	7,760			12,192	
Employee Benefits	940	-	370			570	
Professional Fees (Legal Aid)	5,000	-	-			5,000	
Conference/Taxi/Van Rental	-	-	-			-	
Speaker Expenses	-	-	-			-	
Campaigns/Events/Workshops	500	-	200			300	
Volunteer Appreciation/Training	-	-	-			-	
Advertising & Promotion	100	-	50			50	
Membership/Security Agreement	3,000	-	3,000			-	
Club Days Set Up	-	-	-			-	
Supplies	88	-	50			38	
Telephone/Internet x 53200	-	-	-			-	
Photocopying	20	-	20			-	
	29,600	-	11,450	-	-	18,150	

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For Information Only: See Programmes Budget

BIKE CENTRE: Budget 2020-2021				
Account No.	Account Name	Actual 2020	BUDGET 19-20	BUDGET 20-21
				COVID-19
BIKE 62100	Student Fees	18,850	18,850	-
62120	Solicitations/Donations	1,362	5,200	-
62335	Solicitation Surplus from Previous Yr	4,988	-	-
62400	Sales - net	(227)	500	-
	TOTAL REVENUE	24,973	24,550	-
Expenditure				
BIKE 63210	Co-ordinators Wages	18,906	19,756	-
63220	Employee Benefits (CPP & EI)	1,151	1,069	-
63450	Workshops	277	500	-
63500	Volunteer Appreciation	1,708	1,300	-
63600	Advertising	798	1,200	-
63800	Supplies and tools	1,653	700	-
63870	Photocopying	29	25	-
	TOTAL EXPENSES	24,522	24,550	-
	Under (Over) Budget	451	-	-

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For Information Only: See Programmes Budget

CLUBS: Budget 2020-2021				
Account No.	Account Name	Actual 2020	BUDGET 19-20	BUDGET 20-21
Revenue				
CLUB 62100	CSA Student Fees	\$ 24,100	24,100	11,450
62400	Revenue from Defunct Clubs	\$ -	-	-
	TOTAL REVENUE			
		\$ 24,100	24,100	11,450
Expenditure				
CLUB 63210	Co-ordinators Wages *	\$ 9,211	9,825	7,760
63220	Employee Benefits (CPP, EI) *	\$ 542	450	370
63450	Meeting Expenses (food & space fee)	\$ 528	750	200
63600	Advertising & Promo	\$ 113	500	50
63660	University Centre Services Security of Hallway	\$ 8,762	10,900	3,000
63700	Club Days Set Up	\$ 1,440	1,440	-
63800	Supplies	\$ -	150	50
63870	Photocopying	\$ 24	85	20
	TOTAL EXPENSES	\$ 20,620	24,100	11,450
	Under (Over) Budget	\$ 3,480	-	-

Staff	Administrative Coordinator - Sept 7 to April 23, 2021	20 Flex + 10 hrs/wk	320 Hours	\$ 5,120.00
	Programming Coordinator - Sept 7 to April 23, 2021	15 Flex + 5 hrs/wk	165 Hours	\$ 2,640.00
				<u>\$ 7,760.00</u>

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For Information Only: See Programmes Budget

STUDENT HELP & ADVOCACY CENTRE: Budget 2020-2021				
Account No.	Account Name	Actual 2020	BUDGET 19-20	BUDGET 20-21
SHAC 62100	CSA Student Fees	21,750	21,750	18,150
62101	Entertainment Fees: Speakers	-	-	-
62120	Solicitations (incls. SSF support)	-	-	-
	TOTAL REVENUE	21,750	21,750	18,150
Expenditure				
SHAC 63210	Co-ordinators Wages *	15,161	12,405	12,192
63220	Employee Benefits (CPP & EI) *	959	745	570
63380	Professional Fees (Legal Aid Clinic)	5,000	6,000	5,000
63450	Information/Awareness Events	737	800	300
63500	Volunteer Training & Appreciation	356	600	-
63600	Advertising & Promotion	267	870	50
63800	Supplies (incls Resource Material)	36	200	38
63870	Photocopying	88	130	-
	TOTAL EXPENSES	22,604	21,750	18,150
	Under (Over) Budget	(854)	-	-

Staff	SHAC Coordinator - Sept 7 to Apr 23/21	30 Flex +12 hrs/wk	390	\$	6,240.00
	Assistant Coordinator - Sept 7 to Apr 23/21	6 Flex + 6 hrs/wk	186	\$	2,976.00
	Assistant Coordinator - Sept 7 to Apr 23/21	6 Flex + 6 hrs/wk	186	\$	2,976.00
				\$	<u>12,192.00</u>

Prepared November 2020
Finance Committee

Restricted Fee, information only

FOODBANK: Budget 2020-2021				
Account No.	Account Name	Actual 2020	BUDGET 19-20	BUDGET 20-21
Revenue				
28100	Student Fees: Undergraduate	93,823	94,500	105,500
28120	Solicitations	6,067	13,345	5,410
28130	Student Fees: Graduate	17,586	16,230	16,000
28135	CSA Support	4,000	4,000	1,500
28140	Bullring Support for Cooking Classes	500	500	-
	TOTAL REVENUE	121,976	128,575	128,410
Expenditure				
28210	Co-ordinators Wages	39,467	40,455	41,605
28220	Employee Benefits	4,226	3,790	4,950
28350	Surplus/Deficit Transfer Line	(7,579)	-	-
28390	Transportation Costs	69	160	75
28440	Service Support and Resource	4,660	4,000	1,500
28450	Cooking Classes	267	500	-
28451	Garden Supplies (In & Out)	190	160	160
28500	Volunteer Appreciation	485	650	-
28501	Staff or Volunteer Training	50	500	-
28510	Compassionate Fund	150	300	200
28540	Food Acquisition	69,584	70,000	74,000
28541	Special Diet	5,280	5,760	2,560
28600	Advertising	888	600	400
28700	University Services	384	-	300
28800	Supplies	3,731	1,600	2,560
28870	Photocopying	124	100	100
	TOTAL EXPENSES	121,976	128,575	128,410
	Under (Over) Budget	-	-	-

Prepared September 2020

LAC/CS

Finance Committee

Restricted Fee, Information Only

SAFEWALK: Budget 2020-2021				
Account No.	Account Name	Actual 2020	BUDGET 19-20	BUDGET 20-21
Revenue				
26100	CSA Student Fees	4,000	4,000	-
26120	SSF - Undergraduates	21,905	12,200	-
26130	SSF - Graduates	811	1,435	-
	TOTAL REVENUE	26,716	17,635	-
Expenditure				
26210	Co-ordinators Wages	10,577	11,285	-
26220	Employee Benefits (CPP, EI)	675	700	-
26350	Surplus/Deficit Transfer Line	5,365	-	-
26380	CSA Administrative Fee (9% of fees)	-	-	-
26390	Taxi Expenses	1,142	1,850	-
26500	Volunteer Appreciation & Training	1,147	1,500	-
26550	Electric Vehicle (purchase/maintenance)	-	-	-
26600	Advertising	6,552	1,110	-
26800	Supplies	408	200	-
26820	Telephone Charge for UoG x53200	658	850	-
26870	Photocopying	192	140	-
	TOTAL EXPENSES	26,716	17,635	-
	Under (Over) Budget	-	-	-

Prepared November 2020

Finance Committee

Motion

Board of Directors Special Budget Meeting #1

December 2, 2020



Item S.4.1.

Approve the 2020-2021 CSA Budget

MOTION: That the 2020-2021 CSA Budget be approved as presented by the CSA Business Manager to the Board of Directors at their meeting on December 2, 2020.

Moved:

Seconded:

Motion

Board of Directors Special Budget Meeting #1

December 2, 2020



**Item S.7.
Adjourn**

MOTION to adjourn the CSA Board of Directors Special Budget Meeting of **December 2, 2020**
at _____ pm.

Moved:

Seconded: